

SUPERVISION OF PROVISIONAL (TRAINEE)

SUPERVISING APPRAISER RESPONSIBILITIES

- Responsible for training, guidance and direct supervision of the trainee.
- Responsible for closely supervising the work of the trainee and determining the level of work the trainee is capable of and competent to perform.
- Accept full responsibility for the appraisal report by certifying the report complies with generally accepted appraisal procedures and is in compliance with USPAP.
- Review and sign the trainee appraisal reports.
- Personally inspect each appraised property with the trainee until you, as the supervising appraiser, determine that the trainee is competent, in accordance with the competency provision of USPAP, for the property type.
- Review and sign the trainee's experience log to verify that the work was completed under your supervision.

SUPERVISOR QUALIFICATIONS

- Supervisor must carry a current Kansas appraiser license or certification.
- Supervisor must be in "good standing" with the Kansas Real Estate Appraisal Board. "Good standing" means that the appraiser is not currently subject to a board-approved consent order, that the appraiser has not been censured with the previous two-year period and that their Kansas license or certification has not been suspended, revoked or otherwise disciplined by final action by the Board.

PROVISIONAL (TRAINEE) RESPONSIBILITIES

- Expect your supervisor to examine and verify the accuracy of each appraisal report and work-file before signing the appraisal and certification. [If the trainee appraiser does not believe that he/she is being trained and supervised adequately, he/she should find another supervisor.]
- Seek advice and assistance from the supervisor when an appraisal problem goes beyond their level of competency and, in compliance with the COMPETENCY RULE of USPAP, take the steps necessary to competently complete the assignment. [This may require study and discussion with the supervisor and disclosing in the report the steps taken to complete the assignment competently.]
- Maintain the Provisional (Trainee) Experience Log. The log should be maintained daily and each entry signed off on by the supervisor immediately upon completion of the assignment.
- Each trainee may have more than one supervisor. A separate Provisional (Trainee) Experience Log should be maintained for each supervisor.
- Maintain copies or have access to appraisal reports and work-files in accordance with the Record Keeping Section of the ETHICS RULE of USPAP and K.S.A. 58-4123.

JULY 1, 2007 SUPERVISOR REQUIREMENT CHANGES

Kansas has adopted four new regulations dealing with supervised experience requirements. These regulations, K.A.R. 117-2-2a, 3-2a, 4-2a and 5-2a, will take effect on July 1, 2007. The following are some of the changes addressed by these regulations.

- Only certified appraisers, who have carried their certification for a minimum of two (2) years, may supervise experience.
- Each supervisor must ensure that, at a minimum, the first 25 properties for which the applicant provided assistance in developing, preparing, or communicating an appraisal report, were personally inspected by the supervisor.
- Each supervisor must continue to personally inspect each property for which the applicant provided assistance in developing, preparing, or communicating an appraisal report, until the supervisor is satisfied that the trainee is competent to appraise the property type, in accordance with the competency provision of USPAP.